

MARTIN A. MATERA

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EDUCATION

Bachelor of Arts in History, May 2002, University of Wisconsin-Parkside, Kenosha WI

EMPLOYMENT HISTORY

ATC Transportation Company, Pleasant Prairie, WI

October 2011-Present

Purchasing Agent/ Inventory Control Specialist

- ◇ Manage inventory of distribution centers with over 300 SKU's at each location.
- ◇ Helped achieve reduction in inventory during the 2018 fiscal year by working with vendors and improving inventory management.
- ◇ Assisted in cost savings of \$800,000. through competitive bidding and acquisition of new vendors.
- ◇ Responsible for filling orders for 15 locations weekly from Distribution Centers and direct ship orders.
- ◇ Restock inventory based on prior three-month averages and account for forecast demands and trends.
- ◇ Maintained positive relationships with internal customers and established vendors to ensuring products are delivered on-time.
- ◇ Work with suppliers and end users to resolve invoice and shipping issues.

General Beverage, New Berlin, WI

July 2010 – October 2011

Sales Representative

- ◇ Pre-Sell Red Bull and other N/A beverages to Grocery Stores, Gas Stations and other customers.
- ◇ Work with Grocery Managers and other personnel to set-up promotions and display cases.
- ◇ Stock and Merchandise products for all stores.
- ◇ Manage over 100 accounts.

ATC Transportation Company, Pleasant Prairie, WI

March 2004-January 2010

Purchasing Agent

- ◇ Managed the requisitions of multiple commodities for locations in the United States and Canada.
- ◇ Contributed to the development of a new tracking device for reusable decking supplies which resulted in \$500,000 in cost savings for the overall company.
- ◇ Organized lease contracts for autos, forklifts and material handling equipment saving over \$10,000 annually.
- ◇ Negotiated short term contracts for office trailers leases, guard shacks and storage containers.
- ◇ Worked on implementation of Kanban system.
- ◇ Collaborated with Risk Management and General Counsel on issues pertaining to associated commodities.
- ◇ Responsible for the day-to-day operations of the corporate facility and ensured that all other building facilities were maintained, repaired, and serviced in accordance with company standards and requirements.

Sears Roebuck and Company, Kenosha, WI

March 1995-December 2004

Customer Service Advisor

February 2001-December 2004

- ◇ Achieved first place in rated categories of wheel alignments and road hazards in 2003 among all employees in a 16 store district.
- ◇ Led the local Auto Center with \$320,000 in total sales for the 2002 calendar year.
- ◇ Scheduled service appointments and provided complete and accurate written cost estimates for parts and labor.

SUPPORTIVE QUALIFICATIONS

- ◇ Highly motivated, task-oriented, self-starter with excellent time management and organizational skills.
- ◇ Strong interpersonal and communication skills.
- ◇ Working knowledge of computers and associated software, including Microsoft Outlook, Microsoft Excel, Google, Microsoft Dynamics Great Plains requesting system.

- ◇ Solid background in customer-relations.